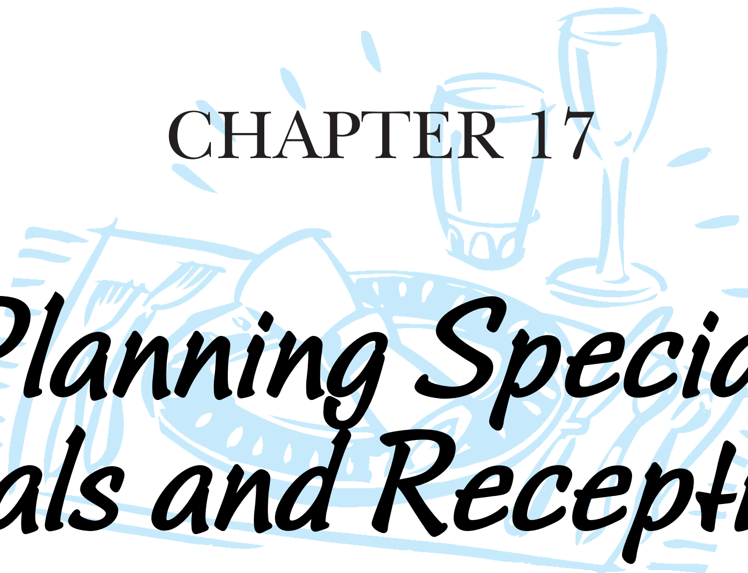
CHAPTER 17



Planning Special Meals and Receptions

For a variety of reasons foodservices are often responsible for planning special meals. The types of functions may include coffees, teas, receptions, brunches, buffets, banquets, and catered events on and off the premises. Regardless of the type of service provided, considerable planning is required to ensure a successful foodservice event.

PLANNING RESPONSIBILITIES

Careful planning is important to the success of any special event. The major responsibilities of the foodservice staff in charge of a special meal or other function are as follows:

- Confer with representatives of the group to be served to determine the type of function or theme, date, time and place, number to be served, service desired, event's agenda, any special dietary needs of guests, budget range, and financial arrangements. Understanding the client expectations is important. For events off-premise, a site visit is recommended to clarify details such as electrical and water sources, guest access and traffic flow, catering access and staff parking, kitchen availability or staging area, and storage for supplies.
- Plan the menu with the client or client's representative. Provide creative ideas that harmonize with those of the client. Plan menus that can be produced with the resources available. If the event is off-premise, food that can be prepared ahead of time and transported easily should be planned. Duplicate copies of the menu plans should be signed and kept by the client and the foodservice director. This procedure confirms the agreement and may prevent a misunderstanding of details and avoid last-minute changes.
- Determine food quantities and estimated cost of food to be served. Criteria to consider when planning food quantities for events include the age of the guests, gender, any pre- and post-event functions, length of the event, and type of service (buffet, sit-down, etc.). A general guideline is to prepare 20 percent more food for events with 20 guests, 15 percent more for 50 guests, 10 percent more for 100 guests. Events with more than 100 guests generally require preparing 5–10 percent more food than the guaranteed number.
- Place food orders. It is important that orders for special or unusual foods be made early enough to ensure delivery.
- Prepare the dish and equipment list and make arrangements for obtaining any additional items needed. A list including the amount and kind of linen, dishes, silverware, glassware, serving utensils, and tables and chairs required should be compiled by the manager and arrangements made for assembling these at least one day before they are to be used. Success of a special event is often evaluated by the creative use of different sizes and shapes of dishes and the methods used to present the food to guests.
- Prepare work schedules. A detailed work schedule includes preparation, cooking, serving, room setup, and cleanup assignments. If workers are inexperienced, the schedule should indicate a time for each task, detailed procedures, and other special instructions. For a seated service luncheon or dinner,

assign personnel to the serving counter from which plates will be filled. Assign and instruct servers for dining room service. See pp. 710–713 for directions for table setting and service.

- Supervise the setup of the room and the preparation and service of food. Complete the setup approximately one hour before guests arrive. Give last-minute attention to plate garnishes and food presentation. See Exhibits VII, VIII, and IX in the color insert for examples of nicely garnished and attractively presented food.
- Supervise the dishwashing and cleanup of preparation and service areas.
- Prepare and keep on file a detailed report, including menu, number of guaranteed guests and actual attendance, quantity of food prepared and leftover amounts, income and expenses, and recommended changes and useful comments for service of similar events in the future. Record any unusual factors that may have affected consumption or attendance, for example, weather, gender of guests, or any unusual circumstances regarding the event.
- Follow up with the client after the event to evaluate the success from the customer's point of view. Record information that can be used for future events.

RECEPTIONS AND TEAS

Receptions and teas may vary in degree of formality and may accommodate a few or many guests. The menu may be simple or elaborate and should be planned according to the type of event; the time of day; the number, age, and gender of guests to be served; and the money and labor available.

One or two beverages usually are offered, coffee and tea or coffee and punch. The menu may be limited to an attractive dessert, with nuts and mints, or it may include several kinds of sandwiches, cookies, or cakes. The following are suggested choices for a reception or tea:

Beverages:

Coffee, tea, hot spiced tea or cider, punch, wine.

See Tables 17.1 and 17.2 on pp. 714 and 716 for wine purchasing and selection guides. See p. 103 for nonalcoholic cocktails suggestions.

Breads:

Open-face sandwiches spread with a variety of fillings and decorated attractively.

Rolled, ribbon, checkerboard, or pinwheel sandwiches.

Nut bread or fruit bread sandwiches with cream cheese or marmalade filling, cut in squares, triangles, round, or oblong shapes.

Cheese wafers or cheese straws.

Miniature cream puffs filled with chicken or fish salad.

Petite biscuits with sliced meat or salad filling.

Dips:

Dips with cheese, cream cheese, yogurt, or sour cream base. Served with crisp raw vegetables, fruits, and/or crackers and chips.

Cakes, cookies, and tarts:

Petits fours or small decorated cupcakes.

Meringue shells with whipped cream and fruit fillings.

Small pecan or fruit tarts.

Small tea cookies that offer a variety of shapes, flavors, and colors.

Nuts and candies:

Salted, toasted, or spiced nuts.

Candied orange or grapefruit peel.

Mints in pastel colors.

Figure 17.1 suggests a table arrangement for a reception or tea, using two lines of service and set up so that a guest may start by placing a beverage cup on a plate, then selecting food items. The silverware and napkin usually are last. Placing the cup on the plate first ensures adequate space for both food and beverage. If only one or two food selections are offered, beverages may be served last. Use Figure 17.1 as a guide, but start with plates and end with the beverage or beverages.

The table covering, centerpiece, tea service, silverware, and serving dishes should be attractive, and the food should be colorful and interestingly arranged. To prevent a crowded appearance, there should be a limited amount of silverware, china, napkins, and food on the table when the serving begins. A small serving table with extra china and silverware near the tea table is a convenience. Replacements of small dishes and appointments are brought on trays from the kitchen. If two beverages are served, they are placed at either end of the table. Cookies, sandwiches, and other foods should be arranged so they do not appear crowded. It is best to use small serving plates and replace them frequently so there is an assortment of food at all times. Arrangements should be made for people to pour the beverages, and employees or hostesses should be assigned to replenish the tea table and to take empty plates from guests.

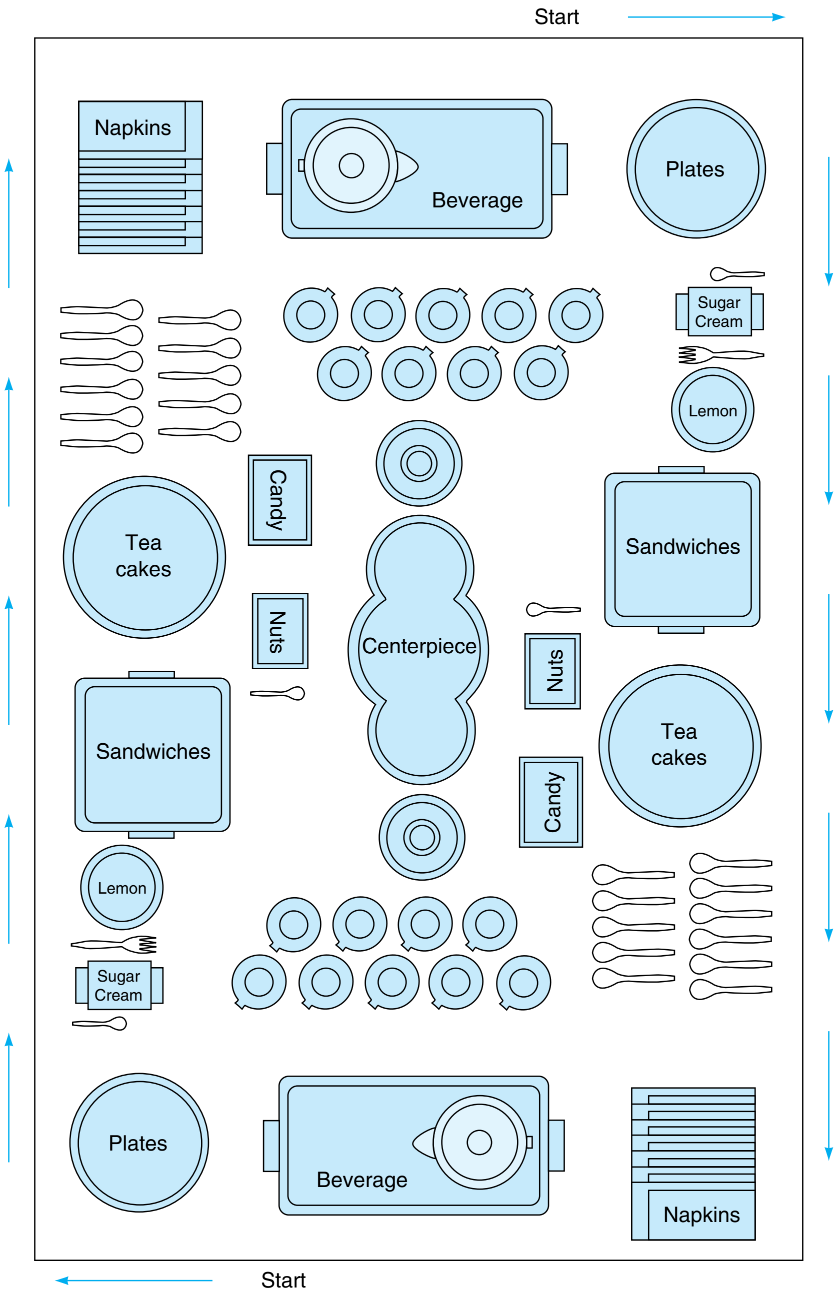


FIGURE 17.1 Table arrangement for a reception or tea.

COFFEES AND BRUNCHES

Coffees and brunches are easy and popular ways to entertain a few or many guests. An ample supply of hot, fresh coffee is necessary, and an alternate choice of tea and/or decaffeinated coffee may be offered. Flavored coffees and teas are popular beverage choices. One or more hot breads are served, and the menu may be expanded to include fresh fruit or juice. A fruit tray, with bite-size pieces of fresh fruit arranged on a silver or other appropriate tray, is an attractive centerpiece and an interesting addition to a coffee hour or brunch.

Brunch, a meal combining breakfast and lunch, usually includes a wider variety of food than does a coffee. The menu may consist of foods normally served at breakfast or may resemble a luncheon menu, depending partly on the hour of service. It may be quite simple, consisting of fruits, hot breads, and coffee; or it

may be a more substantial meal that will replace lunch. The food usually is placed on a buffet table for self-service, but may be served to guests seated at tables. Brunch often starts with fruit juice or sparkling wines served to guests before they go to the buffet table. The main entree may be one or several that are typical of breakfast, such as eggs in some form, bacon, ham, sausage, or a breakfast casserole; or a luncheon-type entree of chicken, turkey, or fish. An assortment of breads usually is offered. A dessert may be served if the meal is scheduled late in the morning, but it should be light. Suggested foods for coffee hours and brunches are as follows:

Fruits and juices:

Orange, pineapple, or tomato juice.
Fresh fruit cup or fresh berries.
Melon wedges, fruit kebobs.
Orange juice, champagne punch.

Fruit trays:

Fresh pineapple chunks, banana wedges, orange sections, fresh strawberries, kiwi fruit, mangos, carambola (star fruit).
Apple slices, honeydew melon wedges, kiwi fruit, and frosted grapes.
Plums or bing cherries, pear slices, cantaloupe wedges, green grapes, and cheese cubes.

Entrees:

Canadian bacon, grilled ham, sausage patties on apple rings.
Small biscuits with ham slice.
Scrambled eggs, egg and sausage casserole, omelets.
Cheese and broccoli strata, quiche, cheese soufflé, crepes, broiled or grilled chicken breast on rice or pasta.

Breads:

Small pecan or orange rolls, scones, kolaches, toasted English muffins or bagels with marmalade and/or cream cheese.
Coffee cake, Danish pastry.
Small doughnuts or doughnut holes, cinnamon puffs.
Small nut or fruit bread sandwiches.

Desserts:

Fresh pineapple and berries, ambrosia, sherbet.
Strawberry-sour cream crepes, fruit and cheese platters.
Cookies or small cakes.

BUFFET DINNERS AND LUNCHEONS

Buffet dinners and luncheons provide a means of serving relatively large groups of people with a minimum of service personnel. The ability to offer a variety of foods makes buffets popular.

The steps to planning a buffet include theme development and menu planning, tables and space arrangement, food presentation, and service. The steps are not independent of each other and so must be considered together.

Menu Planning

The number of selections offered may depend on preparation time, space on the buffet table, and the equipment available for preparation and service. Client or guest expectations also must be considered. At a minimum, food selections on a buffet should be two or three entrees (beef, poultry, and if a third, fish, shellfish, or pork), one nonmeat entree, one or two starches (potato, pasta, rice), one or two vegetables (green and nongreen), two or three salads, relishes, hot bread, dessert, and beverage.

Plan a menu that is easy for guests to serve themselves. For example, avoid foods that are soft and runny on the plate. Foods that require extra silverware, such as bread and butter spreaders and cocktail forks, usually are not served.

Plan hot foods that hold well and serve easily. Rare meat, delicate pasta such as capellini, and French fries do not hold well on a buffet line. Select instead foods that will hold their quality when held hot such as braised meat, large roasts, rigatoni pasta, and baked potatoes.

Choose foods that have different cooking methods, colors, and textures. Avoid serving a creamed vegetable with sauced meat items, strong-flavored vegetables with delicate entrees, or deep-fried potatoes with fried vegetables.

Balancing expensive items with popular less-expensive items will help achieve financial goals. Foods appropriate for buffets may be selected from the Suggested Menu Items in Appendix A. Consider religious customs when planning the menu. See Appendix E for food customs of several religions.

Table and Space Arrangement

Buffet tables and food items may be arranged in several ways. Figures 17.2 and 17.3 illustrate a buffet arrangement with one service line. A double line, as shown in Figures 17.4 and 17.5, will speed service but

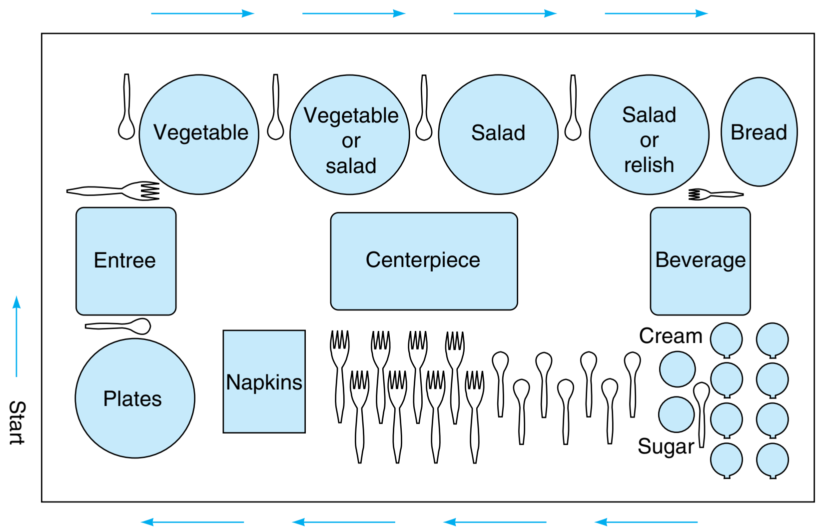


FIGURE 17.2 Table arrangement for buffet service, single line. Beverages may be served at tables. Desserts may be served from a dessert table or to guests at the individual tables. Suitable for serving very small numbers.

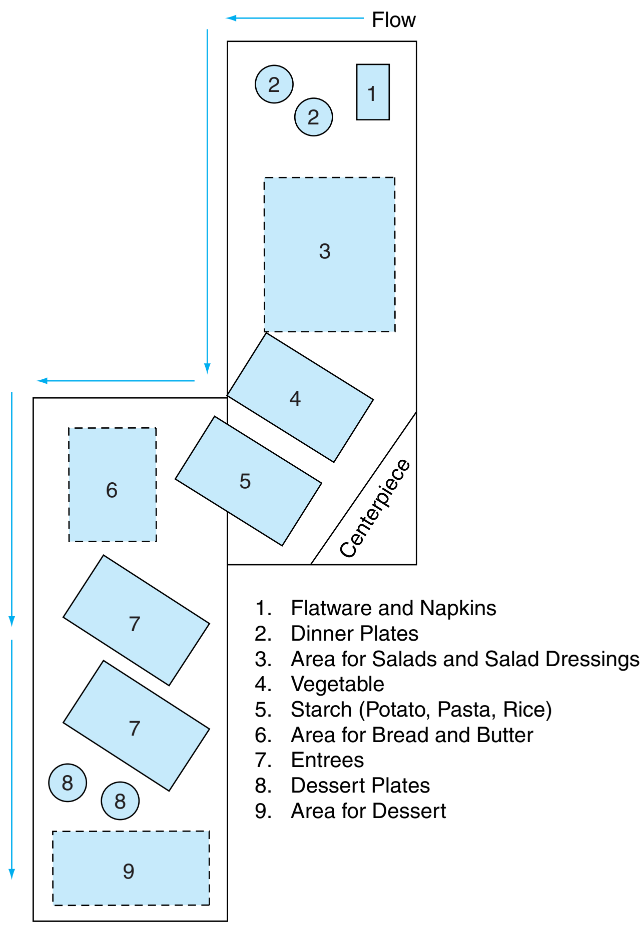


FIGURE 17.3 Table arrangement for buffet service, single serving line using two 8 feet × 30 inch tables. Shorter tables may be used if desserts are served to guests or served from a separate table. This straight-line agrrangement is suitable for serving 50 or less people.

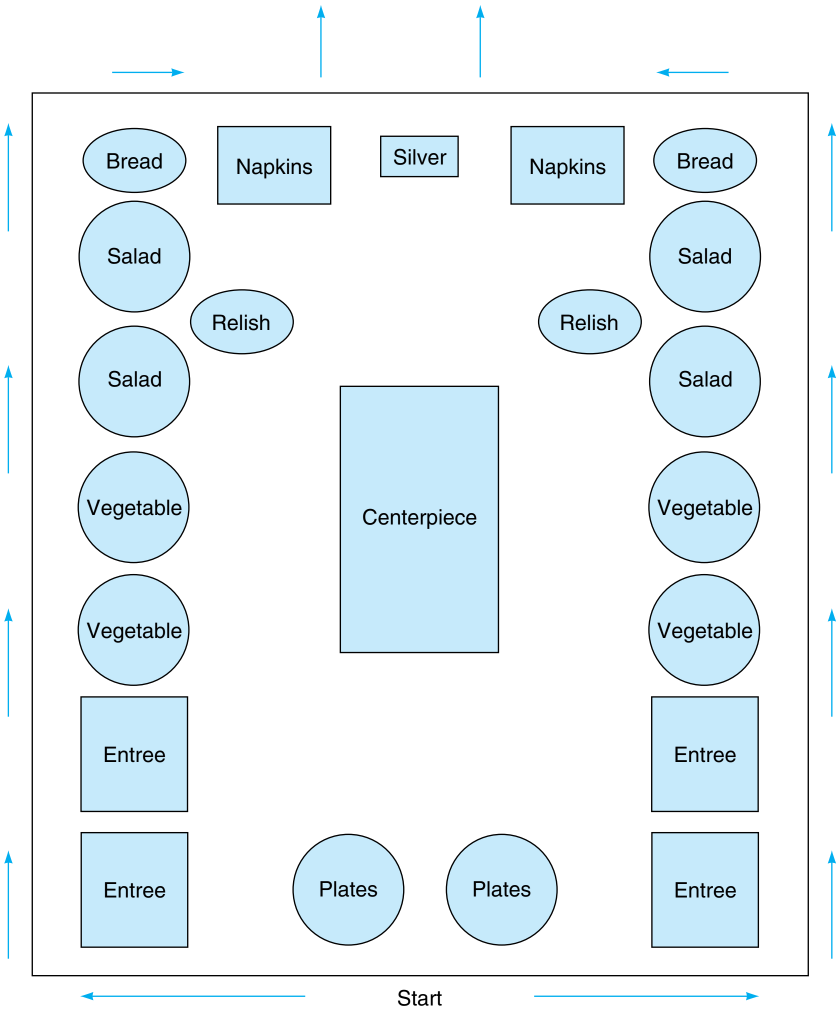


FIGURE 17.4 Table arrangement for buffet service, double line. Beverages may be served at tables. Desserts may be served from a dessert table or to guests at the individual tables. Suitable for serving small numbers.

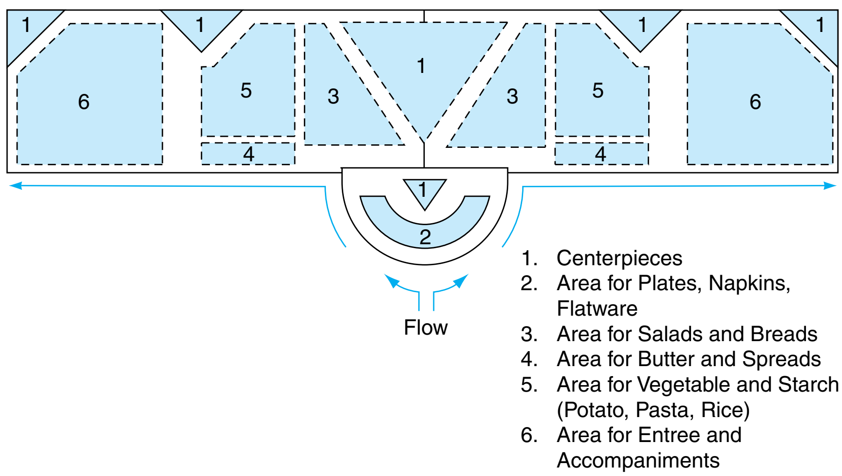


FIGURE 17.5 Table arrangement for buffet service, double serving line using one side of two 8 feet × 30 inch tables and a small 30-inch-radius half-round table. Small tables amy be added to each end if dessert is served. Arrangement is suitable for serving 150 people.

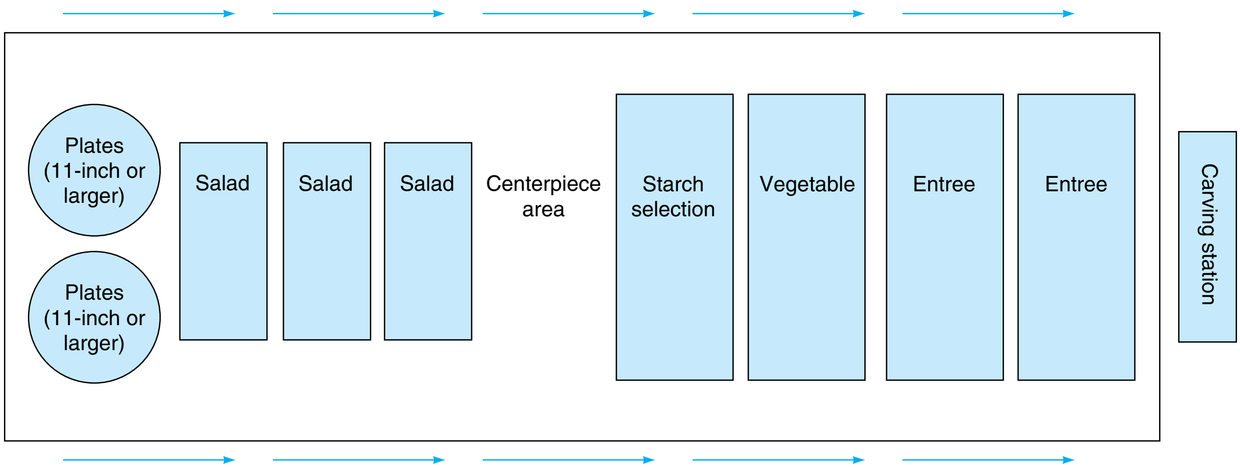


FIGURE 17.6 Double straight-line service for a buffet serving large numbers. Guests serve themselves from either side of a single line of food items. Napkins, silverware, bread and butter, and beverages are usually placed at each table. Desserts may be served at a separate table or individually to each guest.

requires more space and duplicate serving dishes. Figure 17.6 illustrates a straight-line simple buffet arrangement, used when large groups serve themselves from both sides of the table. For a large group requiring a more elaborate buffet, it is advisable to set up several serving stations, each serving different food items. A typical four-station buffet for serving 200 people includes:

Salad station (round 72-inch table): Salad plates, several salads, fresh fruit, bread and butters/spreads, salad dressings, and crackers and cheeses.

First entree station (two serpentine tables arranged in an S *shape):* Plates, display cooking station (stir-fry perhaps), chaffing pans for entree accompaniments (pasta, rice, sauces), antipasto, breads, and butter/spreads.

Second entree station (see Figure 17.3 for table requirement): Plates, carving station, chafing pans for entree accompaniments (vegetables, potatoes/starches), sauces, breads, and butter/spreads.

Dessert station (see Figure 17.5 for table requirement): Plates, desserts and dessert sauces, cups and saucers, coffee/tea, and beverage condiments (sugar cubes, sweeteners, cream, whipped cream, citrus peal, cinnamon sticks, cinnamon, nutmeg, chocolate shavings).

All tables should include at least one centerpiece. Beverages other than coffee and tea should be served by the wait staff or at another table.

Food Presentation and Service

The success of a buffet meal depends not only on the quality of food, but also on the attractiveness of the buffet table. Visual appeal may be increased by placing trays and chafing dishes at an angle to the table, raising trays on one or two corners so they slant toward guests, and displaying food at different levels. Interesting colors may be introduced in the table covering, the serving dishes, the food, and the decorations. When arranging food on serving pieces, consider varying the height by adding an attractive garnish that is taller than the food being served. Arranging foods in attractive patterns creates a pleasing visual effect. Texture variations are appealing. Open spaces on serving platters enhance food displays. See Exhibits VIII and IX in the color insert for table and garnish ideas.

When arranging foods and other items on the buffet table consider *flow* of people through the line: The order of food should be logical. A generally accepted procedure is to arrange the food in the same order as if it were a served meal. Placing condiments and side dishes near the food they will accompany is suggested. Panning foods together that are intended to be served together is a presentation style that enhances food appeal and helps guests select food items more quickly. For example, chicken breasts, rice pilaf, and grilled vegetables could be placed together in the same chafing pan.

Using an 11-inch plate is satisfactory for most buffets. If using a smaller plate, then consider placing salad plates alongside the salads. If dessert is served on the buffet table, then plates should be placed on the buffet table near the desserts. Desserts may be placed on a separate table from which guests will later serve themselves. An attractive dessert table will make a lasting impression on guests.

Make room between serving pans for ease of serving and for changing pans of food. Adequate *spacing*

will be achieved when approximately one linear foot of space is allowed for each item on the buffet.

Buffets can become messy if foods are placed out of guests' *reach*. If possible, avoid placing food so guests must reach over other food items; however, when placing food behind other food is unavoidable, use care to put messy serving items to the front of the table. Elevating the food to the back of the table will help reduce drips and spills and also adds to the attractiveness of the food display. Elevation can be achieved by draping tablecloths or napkins over different-size cans or boxes.

Centerpieces and *decorations* add to the visual appeal of a buffet table and can be used to carry out a menu theme. Both should be sized appropriately for the space and not interfere with the service of the food.

Labeling food items that are unusual or not easily recognized is recommended. Because some people are allergic to nuts, it is advisable to identify products that contain nuts.

BANQUET SERVICE

Although table service for banquets in hotels and many other commercial foodservices may be elaborate, a simplified service may be the most practical for foodservices in which only an occasional banquet is served. The discussion of table setting and plate service that follows is intended primarily for this type of facility.

Preparation of the Dining Room

Tables and chairs should be arranged to allow adequate space for serving after the guests are seated. Chairs should be placed so that the front edge of each touches or is just below the tablecloth. If there is to be a head table, it should be placed so that it is easily seen by the guests, with a podium and microphone available for the program. Audiovisual equipment, if needed, should be properly placed and adjusted. Serving stands, conveniently placed, facilitate service. Such provisions are especially important when the distance to the kitchen or staging area is great.

Setting the Tables

Tablecloth. Tablecloths generally are used for banquets, although place mats make an attractive table setting when the finish of the table top permits and the meal is informal. Place the cloth on the table so that the center lengthwise fold falls exactly in the middle of the table and the four corners are an equal distance from the floor. The cloth should extend 6–12 inches over the table top and should not touch the chair seat.

The Cover. The plate, silverware, glasses, and napkin to be used by each person are known as the cover (see Figure 17.7). Consider 20 inches of table space as the smallest permissible allowance for each cover; 25–30 inches is better. Place all silverware and dishes required for one cover as close together as possible without crowding.

Silverware. Place knives, forks, and spoons about 1 inch from the edge of the table and in the order of their use (see Figure 17.7). Some prefer to place the salad or dessert fork next to the plate as the menu dictates. If the menu requires no knife, omit it from the cover. When cocktail forks are used, they are placed at the extreme right of the cover. If a butter spreader is used, lay it across the upper right side of the bread and butter plate, with the cutting edge toward the center of the plate. It may be placed straight across the top of the plate or with the handle at a convenient angle. Dessert silverware often is not placed on the table when the cover is laid, except when the amount of silver required for the entire meal is small or when it is necessary to simplify the service. If a dessert fork is used, it is sometimes placed in the area above the dinner plate so the guest will use it for the final course.

Napkin. Place the napkin at the left of the fork with the loose corner at the lower right and the open edges next to the edge of the table and the plate. It may be placed between the knife and fork if space is limited, and it may be folded into an accordion shape and placed upright.

Glasses. Place the water glass at the tip of the knife or slightly to the right. Goblets and footed tumblers often are preferred for luncheon or dinner and should be used for a formal dinner. Wine glasses are placed to the right of and slightly below the water glass.

Bread and Butter Plate. Place the bread and butter plate at the tip of the fork or slightly to the left.

Salt and Pepper. Salt and pepper shakers should be provided for every six covers. They should be placed parallel to the edge of the table and in line with sugar bowls and creamers.

Decorations. Some attractive decorations should be provided for the center of the table. A centerpiece should be low so the view across the table will not be obstructed. Candles should not be used in the dayime unless the lighting is inadequate or the day is dark. When used, they should be the sole source of light. Do

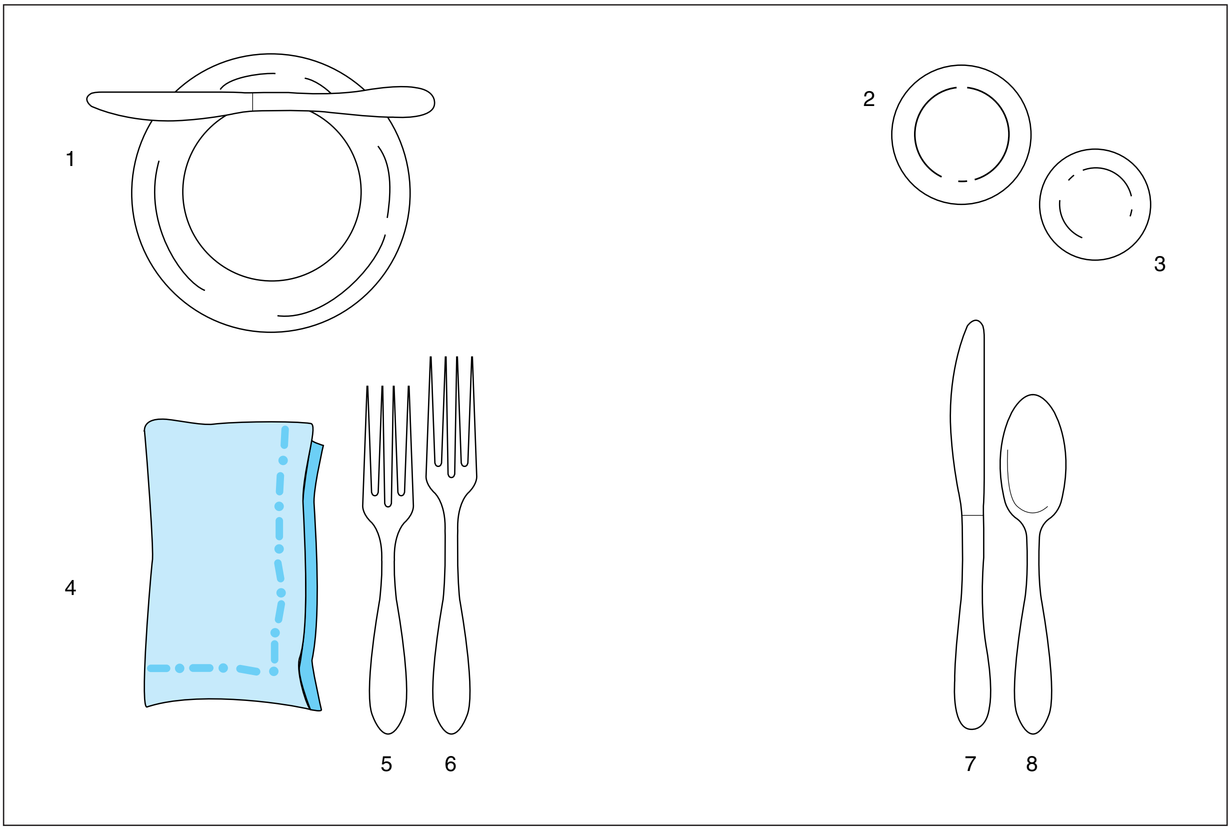


FIGURE 17.7 Cover for a served meal: (1) bread and butter plate, with butter knife; (2) water glass; (3) wine glass; (4) napkin; (5) salad fork; (6) dinner fork; (7) knife; (8) teaspoon.

not mix candlelight and daylight or candlelight and electric light. Tall candles in low holders should be high enough so that the flame is not on a level with the eyes of the guests. If place cards are used, they are set on the napkin or above the cover.

Seating Arrangement

The guest of honor, if a woman, usually is seated to the right of the host; if a man, to the right of the hostess. At banquets and public dinners, a man is seated to the left of his partner. Customs for seating guests may be different in countries other than the United States.

Service Counter Setup for Served Meals

Food should be served from hot counters or hot holding equipment. Some provision also must be made for keeping plates and cups hot. For serving 50 plates or less, the plan should provide one person to serve each food item. Such an arrangement for serving is termed a setup. For 60–100 persons, two setups should be provided to hasten service. For more than 100 persons, it is well to provide additional setups.

Food is placed on the hot counter in the following order: meat, potato or substitute, vegetables, sauces, and garnish. The supervisor should demonstrate the size of portions to be given and their arrangement on the plate. There should be a checker at the end of the line to remove with a damp cloth any food spots from the plate and to check the plate for completeness, arrangement, and uniformity of servings. The importance of standardized servings and food arrangement can hardly be overemphasized; these factors can determine the enjoyment of the guests and the financial success or failure of a meal.

Table Service

1. Service personnel should report to the supervisor to receive final instructions at least 15 minutes before the time set for serving the banquet.
2. If the salad is to be on the table when the guests arrive, it should be placed there by the service personnel not more than 15 minutes before serving

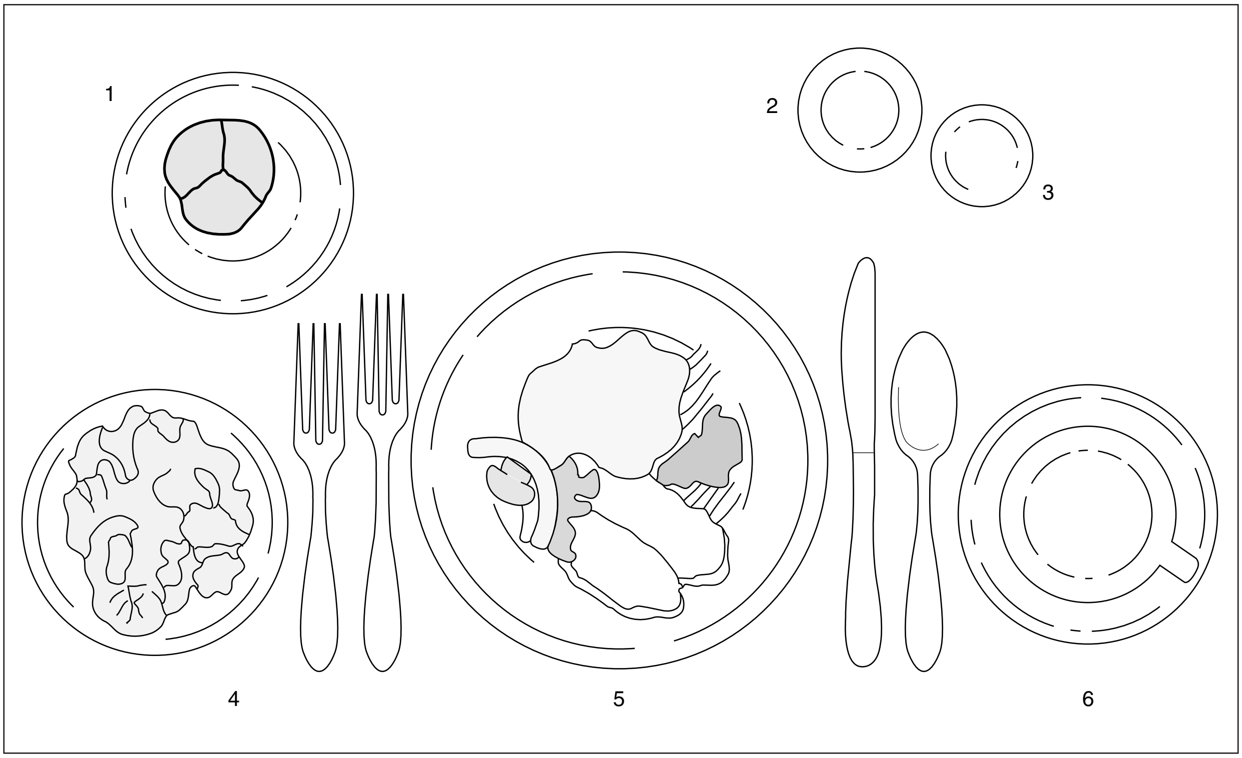


FIGURE 17.8 Placement of food and cover for a served meal: (1) bread and butter plate; (2) water glass; (3) wine glass; (4) salad plate; (5) dinner plate; (6) cup and saucer. The salad is placed at the left of the fork when salad and beverage are both served with the main course. If space does not permit, place salad plate at tip of fork and bread and butter plate, if used, above the dinner plate.

time. It should be placed to the left of the fork (Figure 17.8). If space does not permit this arrangement, place the salad plate at the tip of the fork and the bread and butter plate, if used, directly above the dinner plate between the water glass and the salad plate. If the salad is to be served as a separate course, it is placed between the knife and the fork, then removed before the main course is served.

3. Place creamer beside the sugar bowl.
4. Place relishes on the table, if desired.
5. For small dinners, the first course may be placed on the table before dinner is announced. For large banquets, however, it is best to wait until the guests are seated. Hot soups or plated appetizers are served after the guests are seated. A first course of beverages and appetizers may be offered as the guests arrive in the reception area.
6. Place butter on the right side of the bread and butter plate. If no bread and butter plate is used and the salad is to be on the table when guests arrive, the butter may be placed on the side of the salad plate. This procedure is often necessary where dishes and table space are limited. Butter may also be arranged on a serving plate and passed.
7. Place glasses filled with ice water on the table just before guests are seated.
8. When the guests are seated, service personnel line up in the kitchen for trays containing the first course. A general rule is to schedule one waiter for each one to two tables and one busperson for every two tables. It is helpful if two persons work together, one carrying the tray and the other placing the food. Place the cocktail glasses, soup dishes, or canapé plates on the service plates, which are already on the table.
9. Serve food from the guest's left with the left hand. Serve beverages from the guest's right with the right hand. Proceed counterclockwise.
10. Serve the head table first, progressing in order to the other tables. To minimize the disruption of guests, it is preferable to have the head table the one farthest from the kitchen entrance.
11. When the guests have finished the first course, service personnel remove the dishes from the right.
12. For the main course, plates may be brought to the dining room on plate carriers or on trays holding several plates and set on tray stands. Each worker serves the plates to a specified group of guests.

An alternate method often is used in serving large groups. A tray of filled plates is brought from the kitchen by bus personnel to a particular station in the dining room, from which the plates are served. The dining room service personnel remain at their stations during the serving period.

13. Place the plate 1 inch from the edge of the table with the meat nearest the guest.
14. As soon as a table has been served with dinner plates and salad, specially appointed workers should follow immediately with rolls. Coffee may be served at this time or with dessert.
15. Place the coffee cups at the right of the spoons with the handles toward the right at about the 5 o'clock position. If the coffee is served with the main course, the cup and saucer may be placed on the table with the rest of the cover. If it is served with the dessert only, the cups are not placed on the table until the dessert is served.
16. Serve rolls at least twice. Offer them from the left at a convenient height and distance. Plates or baskets of rolls may be placed on the table to be passed by the guests.
17. Refill water glasses as necessary. If the tables are crowded, it may be necessary to remove the glasses from the table to fill them. Handle the glass near the base.
18. Refill coffee cups as necessary. Do not remove cups from table when filling.
19. At the end of the course, remove all dishes and food belonging to that course. Remove dishes from the guest's right.
20. If the silverware for the dessert was not placed on the table when the table was set, take in on a tray and place at the right of the cover.
21. Serve desserts two at a time and in the same order that the plates were served. Place the dessert in front of the guest in the most attractive manner. For example, place cheesecake wedges so the tip is pointing toward the guest.
22. If possible, clear the table except for decorations before the program begins. The handling of dishes should cease before the program starts.

STYLES OF SERVICE

The style of service will have an impact on the menu items and on the equipment and labor required to serve the meal. Following are some common styles of service.

American or Plate Service. Food items are placed on plates and delivered to guests. An attractive placement of food and garnish is important. Basic service rules for American service include:

- Serve food from the guest's left with the left hand (remember to leave on left). Serve women first and proceed counterclockwise. If the host or hostess is known, begin to his or her right.
- Serve beverage from the guest's right with the right hand.
- Clear dishes from the guest's right (remember to remove on right). Do not stack dishes or scrape plates in sight of guests.

Buffet. Food is prepared in the kitchen and arranged in serving pans for guests to serve themselves or to be served by service personnel. Appetizers, soups, and salads may be served at guests' tables prior to going through the buffet.

English. Platters of food are placed in front of the host or hostess who places the food on individual plates. Whole pieces of food may be cut by the host or hostess. A waiter generally receives the filled plates and delivers them to the guests.

Family Service. Food is placed in bowls and platters on each table. Guests serve themselves.

French. Food is partially prepared in the kitchen and finished in the dining room in view of the guests. A variation of the French style is to carve or serve fully cooked food from a cart at table side.

Russian. Individual portions of food are transferred by a waiter from a platter to the guest's plate.

WINE AND BAR SERVICE

Alcoholic beverages are often a part of special-event menus. Following are some basic guidelines for pairing wine with food and for setting up a bar.

Wine and Food Pairings

No hard and fast rules exist for selecting wines to serve with various foods. Generally accepted practice and the personal taste and experience of the client should be considered when selecting wines. Table 17.1 provides guidelines for pairing food with some commonly requested wines. Table 17.2 gives the amount of wine in different-size bottles.

TABLE 17.1 Wine and food pairing guide

		Appetizers (light)	*Cheese (mild)*	*Cheese (strong)*	*Pasta (light)*
WHITE WINES (DRY)	Chablis (light bodied)	X	X		X
	Sauvignon Blanc (medium bodied)	X	X		X
	Fume Blanc (medium bodied)		X		X
	Pinot Blanc (medium bodied)		X		
	Chardonnay (full bodied)		X	X	
WHITE WINES (SLIGHTLY SWEET)	Johannisberg Riesling (light bodied)	X			
	Gewürztraminer (light bodied)	X	X		
	Chenin Blanc (medium bodied)	X	X		X
	Liebfraumilch (medium bodied)	X	X		
WHITE WINES (SWEET)	Sauternes (medium bodied)			X	
RED WINES	Gamay-Beaujolais (light bodied)	X	X		X
	Pinot Noir (medium bodied)		X		
	Merlot (medium bodied)		X	X	
	Zinfandel (medium bodied)			X	
	Cabernet Sauvignon (full bodied)			X	
ROSE WINES	White Zinfandel and other "blush" wines (light bodied)	X	X		X
SPARKLING WINES AND CHAMPAGNE	Brut	X			
	Asti Spumante				
FORTIFIED DESSERT WINES	Port		X		
	Sherry	X (before dinner)			

TABLE 17.1 continued

Pasta (robust)	*Beef*	*Lamb*	*Pork/ Veal*	*Ham*	*Poultry*	*Seafood (heavy sauce)*	*Seafood (light or no sauce)*	*Fruits/ Desserts*
			X		X		X	
			X	X	X		X	
			X		X		X	
X			X	X	X	X	X	
X		X	X		X	X		
	X		X	X	X		X	X
					X			
			X	X	X		X	
			X	X	X		X	
								X
	X		X	X	X		X	X
X	X	X	X	X	X	X		
	X							
X	X	X	X		X			
	X							
			X	X	X	X	X	X
								X
								X (fruits)
								X
								X (after dinner)

Note

- Serving temperatures: dry whites and roses, 44°–54°F; light-bodied reds, 50°–55°F; medium-bodied to full-bodied reds, 55°–65°F; sweet wines, 41°–47°F; sweet fortified wines (port), room temperature; sparkling wines, 41°–47°F.

TABLE 17.2 Wine purchasing guide

		Servings per container[a]	
Size	*Volume (ounces)*	*Dinner*	*Cocktail*
187.5 milliliters (split)	6.35	2	2–3
375 milliliters (half)	12.7	4	4–6
750 milliliters (standard)	25.4	8	8–12
1 liter	33.8	11	12–14
1.5 liters (magnum)	50.7	16	20–25
3 liters	101.4	32	40–50
4 liters	135.2	43	52–64

[a] Number of servings per container is based on dinner portion size 3–3½ oz, cocktail portion size 2–2½ oz. If larger glasses are used, adjustment in the servings per container will need to be made.

TABLE 17.3 Guidelines for stocking a bar

Item	*Approximate stocking quantities for 50 people*[a]	*Item*	*Approximate stocking quantities for 50 people*[a]
Liquor		**Mixers**	
Beer, regular	18 cans	Cola	12 cans
Beer, light	36 cans	Diet cola	12 cans
Beer, nonalcoholic	3 cans	Non-cola, clear	6 cans
Bourbon	1/2 bottle	Diet non-cola, clear	3 cans
Gin	1 bottle	Club soda	3 liters
Rum	1/2 bottle	Gingerale	3 liters
Scotch	1/2 bottle	Tonic	6 liters
Vermouth, dry	1 partial bottle	Blood mary mix[b]	2 quarts
Vermouth, sweet	1 partial bottle	Orange juice	1 gallon
Vodka[b]	1/2 bottle	Cranberry juice	1 quart
Whiskey	1/2 bottle	Grapefruit juice	1 quart
Wine, white (chardonnay)	3 bottles	**Garnishes**	
Wine, blush (white zinfandel)	1–2 bottles	Celery sticks	
Wine, red (cabernet sauvignon)	1–2 bottles	Cherries with stems	8 ounces
		Lemons	5
		Limes	3
		Oranges	3
		Stuffed green olives	6 ounces

[a] Quantities are generous. For bars located close to replenishment stock, the recommended quantity can be reduced.
[b] For morning events increase the vodka and bloody mary mix and the orange juice.
Champagne, sparkling wine, or fruit schnapps may be added for events such as receptions and weddings.
Note: For each guest estimate one mixed drink, one beer, or two glasses of wine per hour. For guests not drinking alcoholic beverages, have available three or four cans of soda or sparkling water. Plan 10 oz mixer, two to three glasses, and 1 lb ice per person.

Bar Service

Bars should be stationed so guests see them upon arrival. The location should be away from the dining area and buffet.

The number of bars and bartenders should be based on the number of guests. A general guideline is one bar per every 100 people with no more than two bartenders per bar. For 50 people, one bartender is usually adequate. The volume expected and type of beverages served should be considered when deciding when to add additional bars or bartenders.

The kind of liquor and amount of bar stock depends on the type and length of function and the guests being served. Table 17.3 provides general guidelines for stocking a bar. Glassware should be appropriate for the beverages being served.

State and local laws regarding alcohol service must be followed. Know the laws and educate employees about the laws before serving alcohol.